

## Wells, Mike

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**From:** Buza, Sharon  
**Sent:** Wednesday, November 13, 2013 7:28 AM  
**To:** R10-OEA Mail Group  
**Cc:** Wells, Mike; Aoyama, Joyce  
**Subject:** HEADS UP - one week away from another OEA cleanup day - "Clear out the Clutter"

### It's **almost** time for another OEA pre-move cleanup day!

DATE: **Tuesday, November 19<sup>th</sup>**

TIME: **All Day**

WHERE to CLEAN:

1. **Will I fit into my new cubicles? If you took the tour you saw how much space you will have for your stuff.**

We expect the file storage capacity of the new cubicles to be less than **14** linear feet.

What is allowed in my workstation: It's posted on the infopage under Park Place Remodel/Final Decisions:

#### Park Place Remodel Allowable Items

2. **Will our Distributed Filing Area (DFA) fit on our new floor?**

- Anticipated filing capacity of the 14<sup>th</sup> floor Distributed Filing Area (DFA): **251 feet**
- OEA records going to the 14<sup>th</sup> floor: **0 feet**
- Non-records going to the 14<sup>th</sup> floor: We reduced some of these files down **but still** need to reduce more!!!

#### The following will be delivered to the 9th floor for your use on the Clean Up Day:

1. Canvas bins for recycling paper will be placed in the elevator lobby
2. **The following items will be placed on the 9th floor (in Roseanne's cubicle)**
  - 32 gallons bins - for the larger reusable supplies (binders, folders, etc.)
  - Donation box - for items to be donated
  - Recyclable box - for other recyclables (glasses, old cell phones, etc.)
  - 32 gallon trash bin - for trash
  - Techno box - for cds, disks, etc. Note: if it a device contains any "record material," it must be preserved as set out in the retention schedules (just like paper documents).

Locked shred bins are located in the copy rooms. A [Region 10 In-House Records Destruction Form](#) must be completed for any sensitive records placed in the shred bins.

"Also, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should be preserved and maintained in the email system. Other electronic documents should be maintained in the format in which you created or received them.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the Info page, or contact Joyce Aoyama, your records coordinator or ORC for additional information."

### [Table of Current Litigation Holds in Region 10](#)

### Items needing to go to the library. PLEASE READ

For items you have that might belong to the library (e.g., items which have "EPA Region 10 Library" stamp inside them), contact Liz Doyle (x2134). The Library will only accept bound books and EPA publications that it does not currently own. Only books published after 2005 will be accepted. Special exceptions may be made for rare titles that R10 Program staff deem to have ongoing research value.

Search the library catalog to see if the Library already owns the item you want to donate:

[http://cfpub.epa.gov/ols/catalog/advanced\\_lookup.cfm](http://cfpub.epa.gov/ols/catalog/advanced_lookup.cfm)

Instructions on searching the catalog: <http://www2.epa.gov/libraries/catalog-help>

Feel free to call or stop by the library and the staff will walk you through a few searches to get you familiar with searching the catalog.

Link to [cleanup website](#).

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